

Sample Page 13 Entry for Enlisted Service Record

NOTE:

1. Commands will use the following format for enlisted members who are being retained and warned.
2. DO NOT execute this page 13 warning for members recommended for separation. Doing so may require retaining the member until he or she commits another violation. If the administrative separation process determines misconduct and votes to retain the member, and the command has not recommended SECNAV overturn the recommendation and discharge the member with a general discharge, execute a page 13 warning at that time.
3. The member must sign and date the entry. Make a notation, signed and dated by an officer, if the member refuses to sign the entry.
4. Include a brief narrative of the offense, describing time, place, duty status, etc., in paragraph 1 of page 13 entry.
5. If the member is later processed for administrative separation, include a copy of the page 13 entry in the letter of transmittal or indicate existence of the page 13 entry in the Commander's comments in the event of message submission.

Sample Entry

1. You are being retained in the Naval Service. The following deficiencies in your performance and/or conduct, however, are identified: (List specific deficiencies; "pattern of misconduct" is NOT specific enough.)

_____.

2. You are required to take the following corrective action(s):

_____.

3. Assistance is available through _____.

4. You are advised that any further deficiencies in your performance and/or conduct may result in disciplinary action and/or in processing for separation. All deficiencies previously cited and/or any misconduct during your current enlistment, both before and after the date of this action, will be considered. Subsequent violation(s) of the UCMJ or conduct resulting in civilian conviction could result in an administrative separation under Other Than Honorable conditions.

5. This counseling/warning entry is made to afford you an opportunity to undertake the required corrective action(s). Any failure to adhere to the guidelines cited above, may result in adverse administrative action and/or administrative separation processing.

(signed)

(dated)

Witnessed:
